VENDOR REMITTANCE ADVICE

ADMINISTRATION INSTRUCTIONS FOR STATE EMPLOYEES

INTRODUCTION

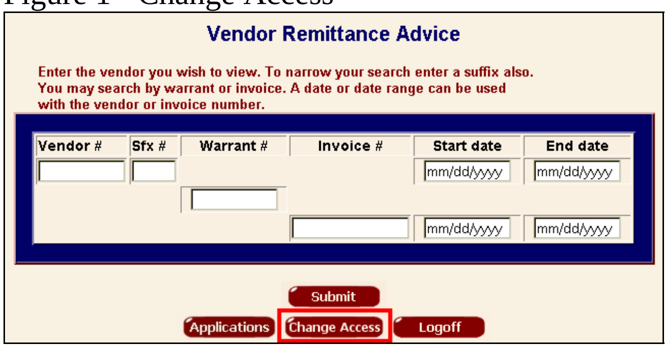
The Vendor Remittance web application allows State employees to find and view their remittance advices through the State Controller's Office (SCO) web site. The administrator is responsible for adding users to the application so they can view vendor remittance advice. The administrator can also search for vendor numbers, warrants, and/or invoices, although the screen will look different than it does for a regular user.

NOTE: Vendor payments made *to* state employees are not viewable in this application. These payments are available on the STARS Vendor Payment file.

TO ADD A USER

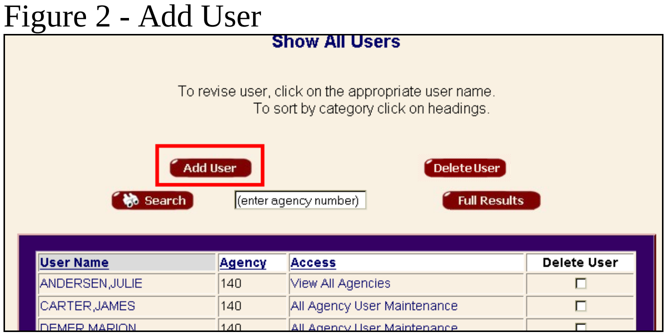
1. After logging on to **Vendor Remittance**, click **Change Access**.

Figure 1 - Change Access



2. On the **Show All Users List**, click **Add User**.

Figure 2 - Add User

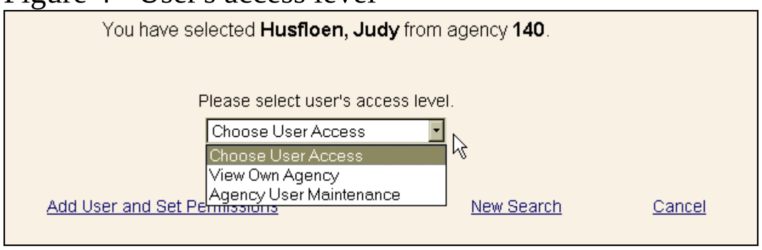


3. Following the instructions on screen, type the *last name* of the user (or just the first few letters of the last name, and then click **Search**.

Figure 3 - User's last name

4. If presented with a list of names that match your search, click the name of the user.
5. Select a user access level from the **Choose User Access** menu.

Figure 4 - User's access level

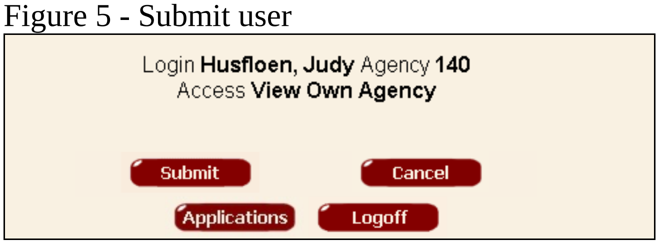


6. The options are:

- **View Own Agency** – This will allow the user to view the vendor remittance advice for their agency only (or the agency they selected when logging on to the SCO applications).
- **Agency User Maintenance** – This gives the user the ability to add and delete users from the application as well as to view vendor remittance advice.

7. Click **Add User and Set Permissions**.
8. Click **Submit**. The user will appear in the **Show All Users** list.

Figure 5 - Submit user



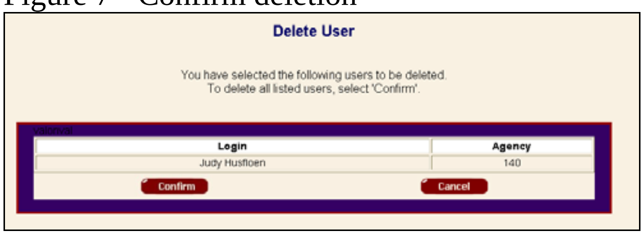
TO DELETE A USER

1. After logging on to Vendor Remittance, click **Change Access**.
2. Locate the user on the **Show All Users List** and check the **Delete User** check box.

Figure 6 - Delete check box and button

3. Click **Delete User**.
4. Click **Confirm**.

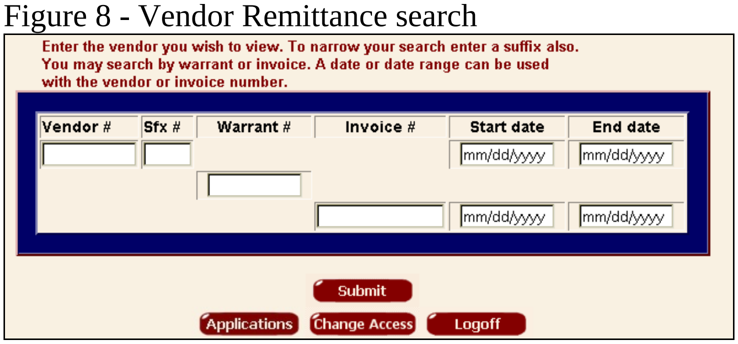
Figure 7 - Confirm deletion



TO FIND AND VIEW VENDOR REMITTANCE ADVICE

Following the instructions on screen, search for a vendor remittance advice by the vendor number, the warrant number, or the invoice number. You can include a date range when searching by vendor number or invoice number. Hyperlinked text in the subsequent screens will open detailed information screens.

Figure 8 - Vendor Remittance search



Vendor number

1. Enter the vendor number (**Vendor #**) of the vendor you wish to search for. For a more specific search, also enter the suffix (**Sfx#**).
2. If desired, enter a **Start date** and **End date** to define a date range to narrow the search by.
3. Click **Submit**. The **Vendor Name/Address Listing** will be displayed.

Figure 9 - Vendor Name/Address Listing

Vendor Name/Address Listings

New Inquiry

Applications

Logoff

Search <enter suffix#> <enter city#> <enter state#> Full Results

Suffix City State

Vendor #	Sfx	Vendor Name	Business Name	Address	City	St	Zip
820184434	00	ALBERTSONS INC	#238	1024 21ST ST	LEWISTON	ID	83501
820184434	01	ALBERTSONS INC	#139	1221 ADDISON AVE E	TWIN FALLS	ID	83301
820184434	02	ALBERTSONS INC	#159	330 E BENTON	POCATELLO	ID	83201
820184434	03	ALBERTSONS INC	250 PARK CENTER BLVD	PO BOX 20	BOISE	ID	83726
820184434	04	ALBERTSONS INC	#119	1219 BROADWAY	BOISE	ID	83706

Warrant

1. Enter the warrant number (**Warrant #**).
2. Click **Submit**. The **Detail Warrant View** will be displayed.

Figure 10 - Detail Warrant View

Detail Warrant View for 820184434 01

ALBERTSONS INC
#139
1221 ADDISON AVE E
TWIN FALLS ID 83301

Applications

Logoff

Summary View

New Inquiry

If you have questions concerning this payment please contact DEPARTMENT OF FISH & GAME at (208)334-2647

Warrant Total: $69.14

Warrant#	Invoice/Account#	Invoice Description	Date Paid	Amount
121623606	1060687	11/5 GROCERIES, 30 MANMEALS	11/15/2007	59.36
121623606	1060688	11/5 GROCERIES, 3 MANMEALS	11/15/2007	9.78
		1		

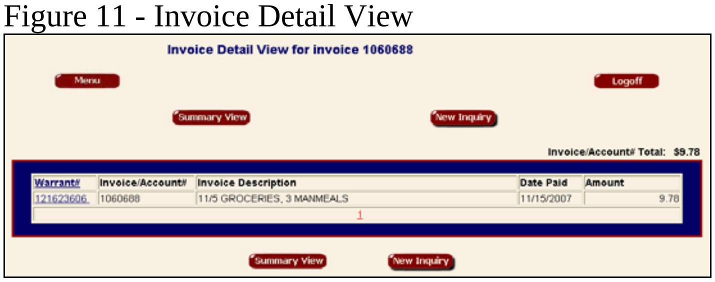
Summary View

New Inquiry

Invoice number

1. Enter the Invoice number (**Invoice #**).
2. If desired, enter a **Start date** and **End date** to define a date range to narrow the search by.
3. Click **Submit**. The **Invoice Detail View** will be displayed.

Figure 11 - Invoice Detail View



Invoice Detail View for invoice 1060688

Menu

Logoff

Summary View

New Inquiry

Invoice/Account# Total: $9.78

Warrant#	Invoice/Account#	Invoice Description	Date Paid	Amount
121623606	1060688	11/5 GROCERIES, 3 MANMEALS	11/15/2007	9.78
		1		

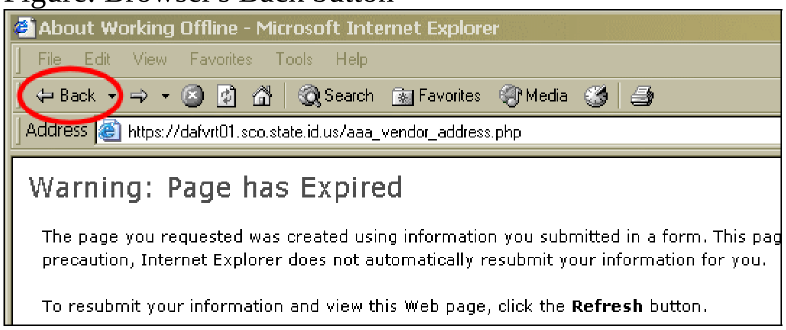
Summary View

New Inquiry

WARNING MESSAGE WHEN USING THE BACK BUTTON OF THE BROWSER

Use the navigation buttons (such as the **Home** or **Previous** buttons) in the application to navigate to or to return to a page. If you click the **Back** button of your browser, you may see an error message that says, "Warning: Page has Expired."

Figure: Browser's Back button



1. Click the **Refresh** button as indicated in the message.
2. When you click the **Refresh** button, a dialogue box appears that reads, "The page cannot be refreshed with resending the information…."
3. Click **Retry** and the Vendor Remittance application should appear.